

Working hours:

The normal working hours are 40 hours per week.
 Part-time employees' working hours are less than 40 hours per week.
 The normal working hours per day do not exceed 8 hours, excluding a recess period.
 * Some job titles such as guards, firefighters, sales clerks, waiters, and waitresses may be required to work irregular hours.

Leave:

- Annual leave: 20 days per year (1 day per 30 calendar days during Trial Period)
 - Summer leave: 3 consecutive days
 In addition, the following leave are also granted: sick leave, marriage leave, pregnancy leave, spouse's childbirth leave, child medical care leave, family medical care leave, child-care leave, family-care leave, mourning leave, and Parental Leave.
 * Some of these leaves may not be granted to employees depending on their types of employment.

Holidays:

Saturdays and Sundays are designated as "rest day" and the following days are holidays:
 Days other than Saturdays and Sundays may be designated as days off for some employees depending on their types of employment.
 * USFJ's holidays are different from Japanese national holidays.

January ~ June		July ~ December	
January 1	New Year's Day	July 4	Independence Day
January 2 and 3		Third Monday of July	Marine Day
Third Monday of January	Martin Luther King Day	First Monday of September	Labor Day
Third Monday of February	Washington's Birthday	Second Monday of October	Columbus Day
Last Monday of May	Memorial Day	November 11	Veterans Day
June 19	Juneteenth	Fourth Thursday of November	Thanksgiving Day
In addition to holidays above, there also is an Employee Birthday Holiday.		December 25	Christmas Day
		December 29 to 31	

* The holidays above are as of January 1, 2025 and are subject to change.

Welfare

Various social insurances are available, including health insurance, nursing care insurance, Employee's pension insurance, unemployment insurance, and industrial accident compensation insurance. In addition, the following welfare programs are also available to help USFJ employees lead healthy lives with a sense of security: medical examinations (periodic medical examinations, adult disease preventive health examinations, etc.), workers' property accumulation/savings program, calamity benefit, mental health counseling services, etc.
 * Availability of welfare programs differs depending on the types of employment.

Education and Training

In order to help employees improve their skills, knowledge, and abilities, the USFJ provides various education and training programs, such as computer courses, office skills improvement courses as well as supervisor training courses. (See column below for education of new members.)

Education of New Members

We introduce one example of the education of new members in the U.S. Navy's Far East Signal Corps.

U.S. Naval Computer And Telecommunications Station Far East
 Communications Cable Splicer Foreman
Mr. Kosuge Tatsuya

In the U.S. military facilities in the Yokosuka and Yokohama area, we conduct telephone line construction, as well as the installation, management, repair, and maintenance of telecommunications equipment.
 When the system was constructed, the specifications used in the U.S. were taken as the standard, and, because work is also performed in collaboration with U.S. military personnel, it is work that requires not only technical but also language skills.
 Furthermore, there are a variety of duties to be performed because the district we oversee is vast, but we work hard together every day. The work is divided up among three primary teams, and leaders, experts, and apprentice employees are distributed evenly in each team.
 If one becomes an expert, there is also work that one can perform alone; however, since there is always an expert associated with an apprentice, one can work without any worries.
 Due to the fact that communication cables made in the U.S. differ from the Japanese standard, there a lot of things that even those with communication experience do not know, so it is important to first learn how to perform the work when assisting leaders. It takes approximately five years to become independent.



Frequently Asked Questions

Q1. What level of English proficiency is required to be applied?

A1. The level of English proficiency required is different for each job, but with respect to working at the USFJ installations, if one is fluent in English, one will be able to apply for a job. However, because there are also jobs that do not require English skills, please check the information for each job on the LMO mainland home page.



Q2. Please explain application document.

A2. Required documents for application differ according to the service and job title you apply. Be sure to see by accessing "note" on details of recruitment information page. Also, designated form such as resumé, etc. can be downloaded from LMO website.

Q3. Is it possible for anyone other than Japanese nationals to apply?

A3. For Master Labor Contract and Mariner's Contract, no specific nationality is required as long as one is not a member of the United States armed forces, a civilian, or their family member. In Indirect Hire Agreement, no specific nationality is required as long as one does not have United States citizenship (including dual nationality). Also, people who are not Japanese nationals need a work permit.

Q4. Are there any transfers?

A4. In principle, as long as the individual does not wish to do so, there are no transfers.

Q5. Currently, do you recruit [OO] job in Honshu and Kyushu?

A5. Every time the U.S. military requests personnel it is posted on the LMO home page, and applications are accepted. It is possible to search and confirm using relevant words such as [recruitment information] → [table of information on recruitment of employees for the U.S. military in Japan (Honshu and Kyushu bases)] → [Go to table of registration information] → [recruitment and application information table screen] → use [OO] as the keyword.
 ● Other FAQs are posted on LMO website.



Recruitment Information

Recruitment information is available at the following LMO branch offices:

LMO branch office	Recruitment period	Application acceptance
Misawa Branch Yokota Branch Yokosuka Branch Zama Branch Kyotango Branch Iwakuni Branch Sasebo Branch	Application is accepted to fill vacancies, etc., as needed Check recruitment information on LMO's official website. If you register on Job Information E-mail Offering Service, you will receive e-mail notice when your desired job information is updated.	- LMO's official website - Job Information E-mail Offering Service https://www.lmo.go.jp/recruitment/oubo/honsyu_kyusyu/recruitment01.html
Okinawa Branch * Advance recruitment	1 Application is accepted 24 hours a day on LMO's official website. 2 Application is accepted every day except Saturdays, Sundays, Japanese national holidays, and the period from December 29 until January 3 of the following year at the Okinawa Branch contact desk.	- LMO's official website https://www.lmo.go.jp/recruitment/index2.html - Okinawa Branch contact desk (See P.22 about the contact desk.)

* Advance recruitment is a system for recruiting those willing to work on U.S. military bases in Okinawa by having them register in advance. Whenever the USFJ places a request for personnel, candidates are chosen from among the registrants and are then interviewed for the open position.

X(Twitter) Account

Post information about jobs and events as needed
 独立行政法人駐留軍等労働者労務管理機構(エルモ)
 @LMO_recruit
https://twitter.com/LMO_recruit
 Fleet Activities, Yokosuka (U.S. Navy Japan)
 Recruitment information : Website
<https://cnrj.cnrc.navy.mil/Operations-and-Management/Human-Resources/MLC-IHA-HPT-Jobs/>



Recruitment Service by the USFJ (reference information)

Camp Zama (U.S. Army Japan)
 Recruitment information : Website
<https://www.usarj.army.mil/gojobs/>
 Yokota Air Base (U.S. Forces Japan)
 Recruitment information : Website
<https://yokotafss.com/naf-human-resources/>

